LevelUP ALA'S LEGAL MANAGEMENT FUNDAMENTALS

REGISTRATION TERMS AND CONDITIONS

Friday, September 12 – 13, 2025

Registration fees apply to the individual and cannot be shared among people from the same chapter, firm or company.

Full Conference Registration Includes:

- Access to all general sessions
- Access to online conference speaker materials
- Admittance to the Networking Reception
- Access to conference breakfasts, lunches and refreshment breaks

Credit/Debit Card is the only method of payment allowed for online registration. If you require an invoice to pay by check or ACH/Wire Transfer, please contact *alaevents@alanet.org* for assistance.

GUEST REGISTRATION

The purchase of a guest registration (if available) is restricted to guests of registrants only. A guest registration may not be used by someone eligible for membership in ALA, a business partner, or a supplier who is not exhibiting/sponsoring. ALA reserves the right to review eligibility for guest registration. Guests of attendees are subject to all terms and conditions.

A guest ticket allows access to the Networking Reception ($69/per person). Attendance at all other food functions is limited to LevelUp registrants. You may add guest passes to your online registration or contact us at *alaevents@alanet.org*.

HEALTH AND SAFETY REQUIREMENTS

ALA prioritizes the safety and welfare of its meeting and conference attendees, exhibitors, partners, speakers and team members. ALA policy is to adhere to the health and safety protocols in place at the time of the conference as determined by federal, state and local authorities and the venue. Individuals are encouraged to take any additional precautions they deem necessary to achieve their desired personal level of safety and wellness.

ALA's health and safety requirements are based on guidance and recommendations issued by the U.S. Centers for Disease Control and Prevention and other public health authorities. We continuously monitor local, state, and federal public health guidance, directives and requirements and will update our health and safety requirements as necessary. In order to care for our community, all ALA conference attendees must follow all health and safety protocols required by ALA, the venue, national and/or local authorities.

REGISTRATION ELIGIBILITY
Registration fees are based on membership status (ALA member or non-member) on the date registration and payment are received (by 11:59 p.m. Central). However, all member rates are contingent on the member renewing their full ALA 2025 membership.

Non-member registration is restricted to individuals who are not currently members of ALA but meet the eligibility requirements for ALA membership. A nonmember registrant may not be a business partner or a supplier who is not exhibiting/sponsoring. Learn more about membership eligibility requirements or contact the *ALA Membership Department* at +1-847-267-1585.

Business partners, including legal industry suppliers who are not exhibiting/sponsoring, are not permitted to register as attendees or guests. One exception: All those holding the Certified Legal Manager (CLM)® designation are eligible to register for the conference.

A guest registration may not be used by someone eligible for membership in ALA, a business partner or a supplier who is not exhibiting.

PAYMENT POLICY
Payment must be received in full by the conference date. Any discounts given will be applied to the full conference fee only (excluding add-ons), cannot be combined with any other offer and must be paid in full at the time of order.

CONFIRMATION
All registrants will receive written confirmation/receipt of registration. If you do not receive confirmation, please contact us at *alaevents@alanet.org*.

CANCELLATIONS
All cancellations must be made in writing and submitted via email to *alaevents@alanet.org*.

Date Cancellation Received	Attendee Cancellation Fee	Full Guest Cancellation Fee	Special Event Cancellation Fee
By September 5, 2025	$125	$125	Full refund
After September 6, 2025	No refund	No refund	No refund

Cancellation notifications via social media (e.g., posting on our Facebook page or Twitter) are not accepted. No-shows and late cancellations forfeit the full registration fee. The option to transfer registration to a future year will not be offered.

Health and Safety Notices
An inherent risk of exposure to various infectious diseases exists in any public place where people are present. If you are uncertain as to your health, you should not register for the conference until you have consulted a medical adviser about the risks that you may be exposed to.

By registering for any of ALA's conferences, you confirm that you 1) are attending voluntarily, and at your own risk; 2) understand and agree that attendance may carry the risk of injury or illness, even serious injury or illness, death, or damage or loss of property, including, without limitation, the risk of being exposed to or infected with COVID-19 or other infectious disease and voluntarily assume such risk; and 3) release, and forever discharge, indemnify and hold harmless, ALA and MCI, and their respective directors, officers, staff, agents, members and representatives, from any and all claims, liabilities, actions, damages, costs or expenses of any kind arising out of, in connection with, or relating to your attendance or participation in the conference including, without limitation, any illness, damages or injury resulting from your attendance at the conference.

ALA MEETING CODE OF CONDUCT

ALA is committed to providing a safe, productive and welcoming environment for all meeting participants and ALA staff. All participants, including but not limited to, attendees, speakers, volunteers, exhibitors, vendors, sponsors, guests, ALA staff members and service providers (collectively, "participants"), are expected to abide by this Meeting Code of Conduct ("Code"), ALA's Code of Ethics and other applicable ALA policies, whether participating in-person or virtually. This Code applies to all ALA webinars, educational sessions, conferences, meetings and meeting-related events, including those sponsored by organizations other than ALA but held in conjunction with ALA events, whether on public or private platforms (collectively, "meetings").

ALA has zero-tolerance for any form of discrimination, harassment (including but not limited to sexual harassment), or other disruptive or unacceptable behavior by participants at or during ALA meetings. If you experience or witness harassment or any incidents of unacceptable behavior that violate this Code other ALA's other policies, ALA asks that you immediately inform ALA's Executive Director, *ExecutiveDirector@alanet.org*

Read our full ALA Code of Conduct.

CONFERENCE CONSENT POLICY

By registering for this ALA conference, you are consenting to receive conference-related communications in addition to sharing your contact information publicly on attendee rosters. You can withdraw your consent at any time by contacting us at *alaevents@alanet.org*.

Individuals who have opted out of business partner communications will appear on attendee lists (that feature only first and last name, title, company name, city, state and chapter) and be removed from event rosters accessible by business partners if containing full contact information including email address.

PROMOTIONAL PHOTOS AND VIDEOS

Participation at and registration (attendee, guest and exhibitor) for the conference gives consent to the use and distribution of the participants' image or voice in any pictures, video or audio recordings, or electronic reproductions taken during ALA and ALA-related events for conference coverage and future ALA promotional purposes. ALA is able to use your likeness without remuneration.

QUESTIONS

If you have any questions about the conference and registration policies or procedures, please contact us at *alaevents@alanet.org*.

MCI acts on behalf of the Association of Legal Administrators in developing and managing the conference(s).